

# **New Jersey Civil Service Commission**

## **2013 Deputy Warden ORIENTATION GUIDE**

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## 2013 DEPUTY WARDEN - ORIENTATION GUIDE

### *Introduction*

The New Jersey Civil Service Commission has prepared this supplemental orientation guide for promotional candidates who will participate in the 2013 Deputy Warden examination. The information in this booklet and the Multiple-Choice Exam Orientation Guide (available via CSC's website at [http://www.state.nj.us/csc/seekers/jobs/safety/pro\\_law\\_enforce\\_opp.html](http://www.state.nj.us/csc/seekers/jobs/safety/pro_law_enforce_opp.html)) is designed to help candidates better understand the testing process and the types of questions they will encounter on the Deputy Warden examination. The examination will be designed utilizing the information obtained from the job analyses for each of the specific titles. We encourage candidates to use this guide and take advantage of all opportunities to prepare for the examination. Please note that suggestions made in this guide are not exhaustive.

### *When will the examination be held?*

The **tentative** date to administer the Deputy Warden examination is **April 18, 2013**. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

With the threat of high-tech cheating on the rise, **possession** of personal communication devices such as cell phones, blackberries, pagers/beepers, photographic equipment, MP3 players, or other similar electronic communication devices is prohibited at test centers. Candidates who are seen with these devices in the test center, even in a power-off mode, will be disqualified and dismissed immediately. The device may also be confiscated to ensure that an attempt was not made to compromise the testing process. In addition, briefcases and other personal items should also be left outside of the test center. The Civil Service Commission is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed/distracted by outside conversations.

### *How is the examination developed?*

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of Deputy Warden. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified and it is from these work components that a distinct examination has been developed. During the job analysis, correctional managerial personnel ranked each Deputy Warden work-component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. The critical work areas identified during the job analysis process are as indicated below, and will be utilized as a basis for the development of the forthcoming examination:

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### CRITICAL WORK AREAS IDENTIFIED:

- a. Supervision/Leadership
- b. Correctional Techniques
- c. Rules and Regulations
- d.. Inmate Security
- e.. Conflict Management
- f.. Decision Making
- g.. Human Resource Management
- h.. Interpersonal Skills
- i.. Planning and Evaluating
- j.. Analysis/Problem Solving

**NOTE: The test mode for this examination will consist solely of an ESSAY FORMAT.**

### *Will make-up candidates take the same examination?*

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

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### *What is the Civil Service Commission's public safety testing make-up policy?*

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety promotional examinations may be authorized **ONLY** in cases of:

- I. Error by the Civil Service Commission or appointing authority
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate
- III. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination as well as documentation from the candidate's employer noting the candidate's related leave from work.
- IV. Military leave, which will be handled as stated in N.J.A.C. 4A:4-2.9(c)
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d)

Make-up requests must be submitted, in writing, with supporting documentation, to: NJCSC Make-Up Exam Unit, P.O. Box 310, Trenton, NJ 08625-0310 within 5 days upon receipt of your Notification Card.

**NOTE:** All requests for **medical** make-up examinations must be accompanied by the Civil Service Commission's Medical Authorization for Make-up Examination form (DPF-728), completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-Up Unit or from our website at <http://www.state.nj.us/csc/about/publications/forms/>.

### *What is the Civil Service Commission's ADA policy?*

Candidates who require special assistance or ADA accommodations for this exam must check the corresponding box on the "Preferences" tab of their online application, regardless of whether or not they have previously been approved for accommodations with CSC in the past. Candidates who are indicating a need for accommodations for the first time will subsequently be contacted with further instructions.

Upon receipt of their exam notice with the test date, time, and location information, candidates who are already on file with CSC as being approved for accommodations must contact Marty Berrien at (609) 292-4144, extension 1991001, in order to discuss the specifics of their accommodation needs for this exam.

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### ***Conclusion***

This orientation guide attempts to familiarize candidates with aspects of the Deputy Warden Promotional Examination process. The suggestions provided here are not exhaustive. We encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

***We hope that this Orientation Guide has been beneficial.***

***GOOD LUCK!***